

## **EXHIBIT ORDERS – WEBEX HEARING**

**For all SPB videoconference hearings on the Webex platform, documentary evidence shall be presented in the following manner:**

1. The parties shall create Exhibit Packages consisting of hard copies and electronic (PDF format) copies of all documents that they intend to introduce or display at the hearing, including documents for use by anticipated rebuttal witnesses. It is recommended that the documents be organized in the Exhibit Package in the order anticipated for use at hearing. The parties shall not pre-mark, tab, segregate, or staple individual exhibits within their Exhibit Package. All documents shall be printed on one side only.
2. Both the hard and electronic copies of a party's Exhibit Package shall be consecutively numbered (Bates numbered) in the lower right corner of each Exhibit Package page. The Bates numbering for the hard and electronic copies shall be identical. Respondent's Exhibit Package shall begin with the numerals 0-4 (e.g., 0001, 0002, etc.) not to exceed 4999, and Appellant's Exhibit Package shall begin with the numerals 5-9 (e.g., 5001, 5002, etc.). The following link contains instructions for how to add Bates numbers to PDF files: <https://helpx.adobe.com/acrobat/using/add-headers-footers-pdfs.html>.
3. Each party shall three-hole punch a hard copy of the Exhibit Package for the SPB's copy and for witness use (Witness Copy), and place it in a loose-leaf binder or binders.
4. Appellant shall serve one electronic copy and one hard copy of the Exhibit Package on the SPB. Appellant shall serve the following on Respondent: one electronic copy, one hard copy, and the Witness Copy of the Exhibit Package.
5. Respondent shall serve one electronic copy and one hard copy of its Exhibit Package on both the SPB and Appellant.
6. Respondent shall ensure that Appellant's and Respondent's Witness Copies of the Exhibit Package are available for the witnesses at Respondent's designated location for witness testimony.
7. The parties shall serve all hard copies of the Exhibit Package on the SPB and the opposing party by regular United States mail a minimum of 10 business days prior to the hearing, or by overnight delivery a minimum of 5 business days prior to the hearing. The parties shall serve electronic copies of their Exhibit Package by email or File Transfer

Portal on the SPB and by email on the opposing party a minimum of 5 business days prior to the hearing.

8. Each party may serve a copy of their electronic exhibits, including audio and/or video files, on the SPB. If you are serving audio and/or video files, you must serve them in the following formats only: WMA, MP3, MP4, MPG, WAV, or MOV.
9. Failure to comply with any part of this Order may result in the exclusion or restriction of evidence at hearing. (Cal. Code Regs., tit. 2, § 56.1.)